

MINUTES

UTAH SUBSTANCE ABUSE COUNSELOR LICENSING BOARD MEETING

August 4, 2004

Room 457 – 4th Floor – 9:00 A.M.
Heber Wells Building

CONVENED: 9:00 A.M.

ADJOURNED: 10:40 A.M.

Bureau Manager:
Board Secretary:

Debra Hendren
Karen McCall

Board Members Present:

Shawn M. McMillen, Chairperson
Linda Cornaby
Joel Millard
Kelly J. Lundberg, PhD
Patrick J. Fleming

Board Members Absent:

Ronald Wilkey
Wendy Seeley

TOPICS FOR DISCUSSION

DECISIONS AND RECOMMENDATIONS

ADMINISTRATIVE BUSINESS:

Board Chairperson

Mr. Fleming made a motion that Mr. McMillen continue as board chairperson. Dr. Lundberg seconded the motion. **The board vote was unanimous.**

Swearing in of Linda Cornaby as a Board Member

Ms. Hendren conducted the swearing in of Ms. Cornaby. **Board members welcomed Ms. Cornaby to the board.**

Read and approve the May 5, 2004 minutes.

Dr. Lundberg made a motion a motion to approve the minutes with a correction. Mr. Millard seconded the motion. **The board vote was unanimous.**

NEW BUSINESS:

APPOINTMENTS:

9:30 A.M.

Michael Anne Allgier, Probationary Interview

Ms. Allgier met for the probationary interview. Ms. Allgier submitted the supervision report, a letter from her attorney regarding expungement orders for three charges and a motion to reduce a felony to misdemeanor and a letter from the physician regarding knee surgery. Ms. Allgier stated she will notify the division of the medications she will be taking and the pharmacy where those medications will be filled.

The board determined Ms. Allgier is compliant with the Stipulation and Order. An appointment was made for Ms. Allgier to meet again November 3, 2004, to get back on the regular schedule. Ms. Allgier was requested to bring court documents to verify the expungement and the reduction of the felony to a misdemeanor.

10:00 A.M.

Kelly Silvers, Review Yes Answers on Qualifying Questionnaire

Ms. Silvers met for the review of the yes answers on the qualifying questionnaire.

Mr. Millard notified the board that Ms. Silvers had been a student of his. Mr. McMillan notified the board that Ms. Silver is also known to him.

The board reviewed the application and discussed the yes answers with Ms. Silvers. **Mr. Millard made a motion to approve the application for licensure. Mr. Fleming seconded the motion. The board vote was unanimous.**

10:30 A.M.

Santiago Cortez, Discuss Substance Abuse Counselor Education Program for Individuals in Moab, Price, Roosevelt Areas

Mr. Cortez was unable to meet with the board at this time.

Mr. Fleming briefly discussed the issue of educational programs in the southern Utah rural areas and Mr. Cortez wanted the division and board to review an educational program for southern Utah.

Ms. Hendren commented that the division and board do not review educational programs for approval or denial. Ms. Hendren has discussed and reviewed the proposed program. Ms. Hendren stated that what was reviewed appeared to be an educational program comparable to local university programs.

The board requested Mr. Cortez be invited to meet with the board November 3, 2004 for the board to review the program.

RECONSIDERATIONS:

Wendy Kadleck

The board reviewed the additional information Ms. Kadleck submitted regarding the required practicum hours.

The board requested Ms. Kadleck contact the University of Phoenix regarding the Practicum I and II courses and obtain a letter regarding the type of practicum and the number of hours of the practicum. If the information meets the requirements, the board requested Ms. Hendren approve the application for licensure. If the information does not appear to meet the requirements, the board requested Ms. Kadleck be invited to meet with the board at the November 3, 2004 meeting for clarification.

DISCUSSION ITEMS:

Hearing

Ms. Hendren notified the board that a potential hearing date needs to be scheduled. **Board members responded that September 20 or 21 at 9:00 A.M. would fit into their schedules.**

Ms. Hendren will notify the board when a date and time has been confirmed.

Renewal Audits

Ms. Hendren notified the board that 10% of the profession will be audited during this renewal period. There are several options for the division to take on those who have not completed all the required hours or none of the required hours. Ms. Hendren will discuss with the board the appropriate action for those individuals who have not completed their hours. **The**

board thanked Ms. Hendren for auditing the CE.

FYI

Ms. Hendren notified the board of going to the University of Utah to speak with the students about licensing and regulation of the profession. Ms. Hendren stated that the session was well received with good questions and comments. Each student received a packet with the current application and a copy of the laws and rules. There was also a person there from the testing agency to explain the examination process.

Board members thanked Ms. Hendren for continuing the tradition of getting information out to students regarding licensure.

FYI – Stipulation and Order, Curtis Robert Sutton's Surrender of License

The board reviewed the Stipulation and Order. **No action taken.**

Rules Discussion

Board members requested a date be set aside for an ad hoc meeting to review and discuss the laws and rules. The board requested the association be invited for the meeting. **Ms. Hendren will schedule a date after the first of the year.**

Forms

Ms. Hendren distributed the new Division Board Member Information Request form for all board members to complete. Ms. Hendren explained that the previous form asked only if the board member was employed by the State of Utah. The updated form asks about State, Federal, City and County employment.

Board members completed and returned the form.

New Board Member Training

Ms. Hendren reminded the new board members of the new board member orientation on September 23, 2004. **Mr. Fleming notified the division that he will be unable to attend. Ms. Cornaby is planning to attend.**

NEXT MEETING SCHEDULED FOR:

November 3, 2004

MEETING ADJOURNED AT: 10:40 A.M.

Date Approved

Chairperson, Utah Substance Abuse Counselors
Licensing Board

Date Approved

Bureau Manager, Division of Occupational &
Professional Licensing